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05 APR 1989

MEMORANDUM FOR: Chief, Planning Staff, OL

FROM:

[REDACTED]

Chief, Supply Group, OL

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SUBJECT: Text and Graphics for OL Annual Report

REFERENCE: Mult adsee memo fm C/PS/OL dtd 8 Mar 89,  
Same Subject

1. As requested, attached is Supply Group's (SG's) submission to the OL Annual Report, which includes activities from May 1988 through the present.

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2. The Printing and Photography Group has recently filmed [REDACTED] construction activity. Slides and photographs will be forwarded as soon as they are received from P&PG (which are expected by this Thursday, 6 April).

3. If you have any questions concerning SG's submission to the report, please contact [REDACTED] secure.

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25X1 1. In July 1988, the Supply Division, OL began reorganizing into the new Supply Group, OL. It evolved during late FY 1988 and the first half of FY 1989 into a more functionally based and streamlined Group consisting of four division-level components: Requirements Division, Support Division, [REDACTED]

25X1 The Requirements Division focuses on the operational  
25X1 management of the supply system's stock and requisitioning  
25X1 process. The Support Division focuses on budgetary,  
25X1 regulations and policy, and technical support of SG and the  
25X1 Agency-wide supply system. [REDACTED]

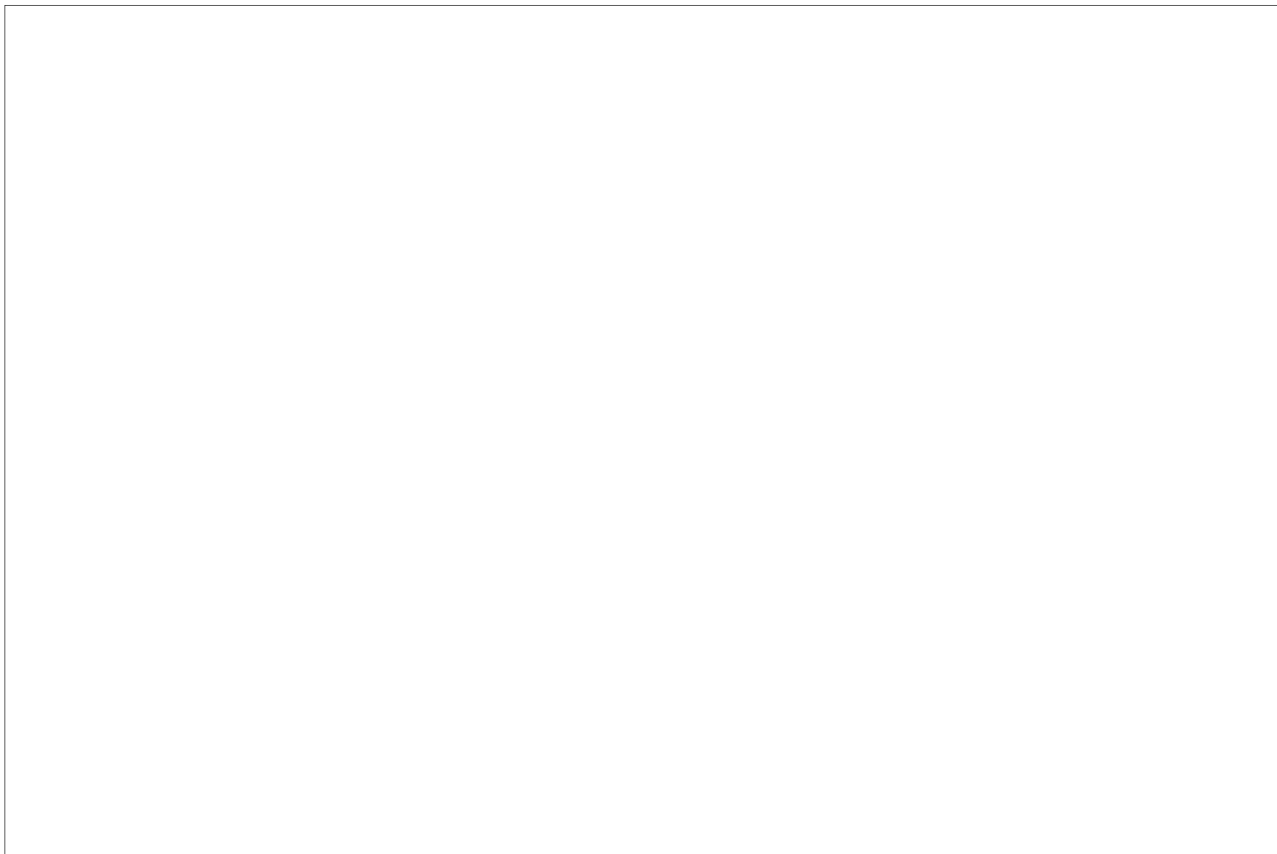
[REDACTED]

The Chief, Supply Group met with external Logistics Officers assigned to operating components to emphasize their responsibilities in this area. Discussions included recent audit findings, executive concern regarding property control procedures, and the availability of assistance from the Office of Logistics in order to create and maintain a good audit trail, accomplish inventories, and properly document inventory adjustments. Temporary assistance was provided to several officers to inventory and/or upgrade accountability records, and a world-wide message and Headquarters Notice were issued focusing on property accountability.

In addition to the formal training and tutorials provided by the Supply Group on property accountability procedures, the Support Division conducted six skills workshops on "Problem Solving in Property Accountability" during the February/March 1989 time frame. The four-hour workshops focused on problem areas of Type II property accounting and included discussions on how to effectively use the Agency Standard Automated Property System and the Automated Property System. A total of 58 students attended these workshops.

4. Members of the Supply Group (SG) visited with the staffs of various offices during the past year as part of SG's ongoing program to improve communication with the customer, exchange ideas, and offer assistance in various areas, including property accountability, requisition processing, status-related problems, and clearing outstanding backorders from the Inventory Control System.

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18. In June 1988, in cooperation with the Office of Equal Employment Opportunity and the Office of General Counsel, a program was inaugurated for donating excess office furniture and furnishings to historically black universities. Since inception of the program, 11 universities made pick-ups of over 1,654 pieces of materiel with an estimated value of more than \$107,250.

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20. The Federal Automated Requisitioning System (FARS) is a computer-based data base management system which is used by the Interdepartmental Support Branch (IDSB), Requirements Division, to input and track requisitions for materiel acquisition. Considerable progress has been made in converting FARS from a stand-alone Data General minicomputer system to a mainframe system utilizing Cullinet software and PL/I application programs. Problems were corrected as they surfaced during the development and production stages. IDSB personnel are inputting requisitions into both systems until complete conversion is accomplished. A program allowing cancellations is ready for production, and a program which will give IDSB the ability to assign Federal Document Numbers out of sequence is also ready for production. Complete conversion of the new system is anticipated by mid-April.

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27. During FY 1988, the Supply Group (SG) developed and implemented skills workshops in "Customer Service Excellence," "Reading, Writing, and Understanding Cables," as well as "Inventory Skills." The pilot running of the "Customer Service Excellence" was held in September, with 13 students in attendance. An additional running of the workshop was held in November, with 39 students attending. Five one-hour "brown bag" lunch sessions were conducted on cable reading, writing, and understanding, with 43 students successfully completing the workshops in FY 88. In FY 89, the Support Division, SG, conducted four Cable Skills workshops, with a total of 41 students in attendance. The "Inventory Skills" workshop was conducted on 14 December, with a turnout of 65 students.

25X1 28. The OL Flying Squad, now comprised of [ ] members, continued to provide excellent, timely support to Agency components. Flying Squad assignments were broadened in FY 88 to include domestic and Headquarters assignments as well as foreign TDYS. [ ]

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